

7 April 1980

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller

ODP # 0-434

STATINTL FROM: [REDACTED]
Chief, Regulations Control Division
Information Services Staff

STATINTL SUBJECT: Proposed [REDACTED] Establishment of a Central Registry
of Classification Review Actions on Permanent Record
Information (Job #8998) Draft B

REFERENCE: Our memorandum dated 30 November 1979, same subject

FOR YOUR INFORMATION:

1. Draft A of the attached proposal, initiated by the Classification Review Division, Information Services Staff, was previously coordinated in November 1979. Draft B incorporates the following changes as a result of this coordination process: (a) paragraphs 2 and 3 have been rewritten for clarity, (b) paragraph 3b(7) and Definition 7 in the Attachment of Draft A referring to "sanitization" have been deleted, (c) paragraph 4 of Draft A referring to disposition of permanent record information has been deleted, (d) a section has been added at the end of paragraph 3 stating that CRD/ISS will detail personnel to other components for assistance with the DARE system, (e) a new paragraph 4 spells out joint responsibility for procedures, and (f) a new paragraph 5 outlines notifications to DSB/OCR/NFAC by CRD/ISS.

STATOTHR 2. Please return any comments or suggestions to Regulations STATINTL
Control Division by 28 April 1980. Questions may be directed to [REDACTED]
on extension [REDACTED]

STATINTL [REDACTED]

Attachments:

STATINTL A. Proposed [REDACTED]
B. Concurrence Sheet (OGC)

cc: AO/DCI OF
AO/RMS-CTS OC
SSA/DDA OL
C/ISS ODP
OPA OMS
OEEQ OTR
OS CRD
OP RMD
IPD

INFORMATION AND RECORDS MANAGEMENT

[] STATINTL

ESTABLISHMENT OF A CENTRAL REGISTER OF
CLASSIFICATION REVIEW ACTIONS ON PERMANENT RECORD INFORMATION

STATINTL

Rescission: HHB [] paragraph 14c, and final sentence of paragraph 15b

STATINTL

Reference: HHB []

STATINTL

1. This notice establishes a central Agency register of certain classification review actions taken on permanent record information by Agency components pursuant to the Freedom of Information and Privacy Acts, Executive Order 12065, and other requirements originating within or outside the Agency. The Classification Review Division, Information Services Staff (CRD/ISS), of the DDA is designated custodian of this register, which will be maintained in the DARE machine-records system administered by CRD/ISS.

2. Actions taken by Agency components to (a) declassify permanent record information or (b) recommend extension of its classification beyond 20 years (30 years in the case of "foreign government information") will be promptly reported to CRD/ISS, as specified below, for recording in the DARE system. Please note that no reports are required concerning classification review actions taken on temporary record information. (See the attachment for a definition of "temporary record information" and other terms used in this notice.) When it cannot otherwise be determined whether an item of information has permanent or temporary record status, the item will be referred to the appropriate component Records Management Officer (RMO) for a decision.

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INFORMATION AND RECORDS MANAGEMENT

3. Effective immediately, except as noted at the end of paragraph 3b below, the following classification review actions specified in paragraphs 2(a) and (b) above will be reported to CRD/ISS:

a. All declassification actions. Copies of the front cover, title page, and table of contents, if any, and of the first and last pages of each document declassified in its entirety will be forwarded to CRD/ISS marked as follows:

(1) The existing classification marking will be lined through and the word "DECLASSIFIED," accompanied by the date of the action, will be stamped or written on the cover or first page of the document.

(2) The authorized declassifier's Agency employee number will appear adjacent to the above citation.

b. All classification extension actions. A copy of each document containing information determined upon review to merit extension of classification beyond 20 years, or 30 years in the case of foreign government information (FGI), will be forwarded to CRD/ISS attached to Form 610, Routing and Record Sheet, bearing the following review action data:

STATINTL

(1) The most appropriate current classification justification, citing one of the criteria categorized in HHB and using the appropriate FGI category in HHB whenever applicable, regardless of other possible categories.

(2) The level (TOP SECRET, SECRET, or CONFIDENTIAL) at which classification is to be extended.

(3) A date or event for automatic declassification, if such a date or event can be established at the time of review.

(4) The Agency Archives and Records Center (AARC)
job number, box number, and folder number if the document
was retired to the AARC prior to its current review.

(5) The Agency employee number of the individual
taking the review action.

(6) The date of the action.

When it is impractical for components to forward information
requiring classification extension because of the nature of the
material involved (e.g., documents in currently active operational
files) or for other valid reasons, CRD/ISS will upon request detail
personnel to the components in order to process the information for
appropriate registration in the DARE system.

4. Components sharing with other elements of the Agency respon-
sibilities involving classification review actions (e.g., in connection with
the Freedom of Information Act, the Privacy Act, or the mandatory review
provisions of Executive Order 12065) will jointly develop and implement
whatever procedures may be necessary to meet the reporting requirements
specified in paragraphs 2 and 3 above.

5. In accordance with paragraph 3a above, CRD/ISS will notify
the Document Services Branch (DSB/OCR/NFAC), concerning declassification
actions reported and registered in the DARE system when the actions
involve documents of interest to the OCR Library. CRD/ISS also will
notify DSB/OCR of extension actions where the classification levels
of such documents are either downgraded or upgraded in accordance with
paragraph 3b(2) above (see also paragraph 5b of the attachment to this
notice).

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STATINTL 6. HHB ☐ paragraph 14c, and the final sentence of paragraph 15b are hereby rescinded. The current version of the handbook will be updated as soon as possible.

7. Requests for CRD/ISS detailees, in accordance with paragraph 3 above, and any questions concerning this notice should be directed to:

Chief, CRD/ISS
Room 211 Key Building
Extension

STATOTHR

DON I. WORTMAN
Deputy Director
for
Administration

Attachment

DISTRIBUTION: AB

DEFINITIONS

For the purposes of the accompanying notice, the following terms have the meanings specified below:

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1. "Record" and "Information" are defined in HR and HR respectively.

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2. "Permanent record information" is that which:

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- a. Is contained or located in or identifiable as belonging to a record series or record class designated for permanent retention according to an approved records control schedule in accordance with HR

- b. Is referred to the Agency by the National Archives and Records Service of the General Services Administration or by a Presidential Library for review pursuant to the Freedom of Information (FOIA) or Privacy Acts or mandatory review provisions of Executive Order 12065.

- c. Is so referred by any U.S. Government agency pursuant to the systematic review provisions of the order or, if referred pursuant to its mandatory review provisions or to the FOIA or Privacy Acts, is identified by the referring agency as information constituting a permanently valuable record of the Government, as defined by 44 U.S.C. 2103, or as information in the possession and control of the Administrator of General Services pursuant to 44 U.S.C. 2107 or 2107 note.

Attachment

3. "Temporary record information" is that which is contained or located in or identifiable as belonging to a record series or record class designated as temporary (or "nonpermanent") according to an approved records control schedule.
4. "Foreign government information" (FGI) is that which meets one or more of the criteria specified under HHB ☐ paragraph 9b. STATINTL
5. "Classification review actions" are formal determinations that information under review meets or does not meet applicable classification requirements (HHB ☐, paragraph 5) and accordingly: STATINTL
 - a. Is declassified if it fails to meet those requirements, or
 - b. Is retained at its present classification level, upgraded to a higher level, or downgraded to a lower one as warranted under the requirements cited.
6. "Classification extension actions" are review actions which specify that information not only meets classification requirements in accordance with paragraph 5 above but should remain classified at least CONFIDENTIAL for a period in excess of 20 years (30 years for FGI) from the date of its original classification.

Attachment

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